

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 1.01**

**Position Title:** Superintendent of Schools

**Reports To:** Board of Education

**SUMMARY**

Provides for effective administration of all schools and departments and provides educational leadership throughout the school system and community.

**QUALIFICATIONS/REQUIREMENTS**

The Superintendent of Schools will have a superintendent's certificate, a specialist's degree or higher from an accredited college or university (an earned doctorate is preferred), at least three years successful administrative or supervisory experience, and/or such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**ESSENTIAL JOB DUTIES**

- Serves as chief executive officer of the Board except as otherwise provided by law; makes rules not in conflict with law or with the policies of the Board and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools.
- Committed to implementing the mission and vision of the school District.
- Initiates and directs the development and review of policies for approval by the Board, delegating such responsibility to associates and subordinates, as he/she deems desirable.
- Attends all meetings of the Board except those concerned with his/her own contract status and takes part in the deliberations but does not vote.
- Assists the Board in reaching sound judgments, establish policies and approve those matters, which the law requires the Board to approve. He/she shall place before the Board necessary and helpful facts, comparisons, investigations, information and reports. He/she shall make available at the proper time the advice on special or technical matters from those persons who are particularly qualified to furnish it.
- Recommends the appointment, assignment, transfer, promotion, demotion, discharge and/or suspension of any employees to the Board as provided by law and the policies of the Board, with some recommendations reported to the Board for approval.
- Evaluates district administrators and makes written recommendations in terms of their assignment, salary, working conditions and employment to the Board.
- Directs the professional supervisory staff in its visitations of the schools under his/her charge and through his/her staff, directs, assigns and assists teachers and all other educational employees in the performance of their duties.

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- Has the authority to suspend from school any pupils guilty of gross misconduct or continual insubordination under conditions stated in section 167.161-.171, RSMo.1995.
- Is responsible for organizing the administrative plan for the school system and for directing the efforts of the administrative and supervisory employees.
- Exercises leadership in directing studies of sites and buildings, taking into consideration the population trend and the educational and cultural needs of the district to ensure timely decisions by the Board and electorate regarding construction and renovation projects.
- Determines the boundaries of the attendance areas of the various school units and the necessary pupil transportation needs and presents them to the Board.
- Has the authority to close schools in the event of extreme weather conditions or at such times as the welfare of the school system deems to require such closing.
- Represents the district in dealings with other school systems, social institutions, business firms, government agencies and the public.
- Keeps the public informed about modern educational practices, educational trends, and the practices and problems in the school district.
- Interprets the philosophy, aims and objectives of the instructional program to the community.
- Shall see that constitutional and statutory laws and State Board of Education regulations governing the schools are effectively carried out, that reports to agencies designated by law or by the Department of Elementary and Secondary Education are made completely and with punctuality, and that the policies and regulations of the Board of Education are enforced.
- Conducts a periodic audit of the total school program and advises the Board on recommendations for the educational advancement of the schools.
- Assists and advises the Board with decisions related to tax levies and bond issues.
- Coordinates the total educational program and provides leadership in its development and improvement.
- Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to directions and approval of the Board.
- Exercises leadership in the development and execution of the school-community relations program.

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- Assumes ultimate responsibility for the assignment of students and the various specialized areas of administration including student services, business management, plant management, transportation and research.
- Approves vacation/personal/sick/professional days of administrators.
- Conducts meetings for administrators, teachers and other staff members as necessary for the discussion of matters concerning the improvement and welfare of the schools.
- Visits schools and classrooms as appropriate. Attends a reasonable number of student/staff events.
- Attends conventions/conferences to stay abreast of the latest educational trends.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs such other duties as may be assigned by the Board.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

The Superintendent of Schools shall be appointed for a term of one to three years. The Superintendent of Schools shall be employed on a twelve-month basis.

**EVALUATION**

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Superintendent.